

Please submit 15 copies of this form (it may be reproduced) with a maximum of three 8 ½" x 11" supplementary sheets provided that the minimum size print on all material submitted is not smaller than the letter size utilized in this statement. Additional information in excess of 3 pages, unless otherwise noted in the Public Notice Advertisement, may be the basis of rejection.

Purpose:

This form is a supplement to the "DSB 2000 Master File Brochure Rev. 3/01" (DSB 2000-MFB Rev 3/01) or the DSB Master File Brochure. Its purpose is to provide additional information regarding the qualifications of interested firms to undertake a specific State project. Firms, or branch offices of firms, submitting this form should enclose (or already have on file with the Designer Selection Board -DSB) a current (within the past year), up-to-date and accurate copy of the DSB 2000 MFB for that office. This form must only be filed by an architect-engineer or related services firm when requested to do so by a public announcement. Responses should be as complete and accurate as possible, contain data relative to the specific project for which you wish to be considered, and should be provided, by the required due date, to the DSB. This form will be used only for the specified project. Do not refer to this submittal in response to other requests or public announcements. Note: This form is based on the Federal 255 but it is different in several respects. **DO NOT USE THE FEDERAL STANDARD FORM 255.**

Definitions:

"Principals" are those individuals in a firm who possess legal responsibility for its management. They may be owners, partners, corporate officers, associates, administrators, etc.

"Discipline," as used in this questionnaire, refers to the primary technological capability of individuals in the responding firm. Possession of an academic degree, professional registration, certification, or extensive experience in a particular field of practice normally reflects an individual's primary technical discipline.

"Joint Venture" is a collaborative undertaking by two or more firms or individuals for which the participants are both jointly and individually responsible.

"Key Persons, Specialists, and Individual consultants", as used in this questionnaire, refer to individuals who will have major project responsibility or will provide unusual or unique capabilities for the project under consideration.

Instructions for Filing: (numbers below correspond to numbers contained in form)

1. Give name and location of the project for which this form is being submitted.
- 2a. Provide DSB list number including item number from the Designer Selection Board Advertisement for which this form is being submitted.
- 2b. Provide the Mass State Project Number from the Designer Selection Board Advertisement for which this form is being submitted.
- 3a. Show name and address of the individual or firm (or joint venture) which is submitting this form for the project.
- 3b. Provide the date that the firm was established.
- 3c. List the Federal ID number of the individual firm (or joint venture) which is submitting this form for the project.
- 3d. List the name, title, and telephone number of the Principal-in-Charge of the project who will serve as the point of contact. Such an individual must be empowered to speak for the firm on policy and contractual matters and should be familiar with the

programs and procedures of the agency to which this form is directed. Massachusetts Registration is required.

- 3e. Give name of the proposed project manager.
- 3f. Give the address and size (total staff) of other offices of the Prime applicant, if those offices will be participating in the work.
- 3g. Name and location of parent company, if applicable.
- 3h. Check appropriate boxes indicating if prime firm is (A) SOMWBA Certified minority business enterprise (MBE); (B) SOMWBA Certified woman business enterprise (WBE); or (C) SOMWBA Certified minority woman business enterprise (M/WBE).
- 3i. Ownership Interest: All applicants must submit a signed and dated Updated Management and Ownership Statement (DSB 2000 UMOs) attached at the end of the application with each application submitted. Failure to submit will render the application incomplete.
4. Show total number of employees on full time payroll, by discipline, in submitting office. (Average number employed throughout the preceding 6 month period) Indicate numbers of employees with Mass. Registrations for Architects, Engineers and Landscape Architects by including number in brackets. While some personnel may be qualified in several disciplines, each person should be counted only once in accord with his or her primary function. Include clerical personnel as "administrative". Write in any additional disciplines—sociologists, biologists, etc. – and number of people in each, in blank spaces.
- 5a. Answer only if this form is being submitted by a joint venture of two or more collaborating firms. Show the names and addresses of all individuals or organizations expected to be included as part of the joint venture and describe their particular areas of responsibility (i.e., technical disciplines, administration, financial, etc.). Note: The DSB does not encourage joint ventures, however, they may be advantageous for complex building types in which the participants have a combination of unique skills with a previous successful record of working together.
- 5b. Indicate by checking the appropriate box, whether this particular joint venture has worked together on other projects. Each firm participating in the joint venture should have a DSB 2000 MFB (or DSB Master File Brochure if less than 1 year old) on file with the Designer Selection Board. Firms which do not have such forms on file should provide same immediately along with a notation at the top of page 1 of the form regarding their association with this joint venture submittal.
6. List the **prime** and **sub-consultant personnel** specifically requested in the advertisement. The information must be presented in the form of an organizational chart. Include discipline from advertisement, name of firm, name of person in charge of the project, with Mass Registration #, as well as MBE/WBE status, if applicable.

<div data-bbox="92 66 363 134" data-label="Page-Header"> <p>DSB 2000 Rev. 3/01 Application Form</p> </div>	<div data-bbox="520 66 1482 134" data-label="Page-Header"> <p>Commonwealth of Massachusetts Designer Selection Board 2000 Application Form Rev. 3/01</p> </div>	<div data-bbox="1581 66 1992 134" data-label="Page-Header"> <p>Based on Standard Form 255 by GSA (Replaces DSB Master File Brochure 2000 as of 03/21/01)</p> </div>
<p>Make certain that the listing of consultants on each application is with their prior consent, as there can be no change in consultants from those named unless approved by the Division of Capital Asset Management and reported to the Designer Selection Board (C.7, §38H(a)).</p> <p>7. Provide brief resumes of only those prime and sub-consultant personnel requested in the advertisement. Please submit resumes of individuals (specifically project managers) in charge of the project for each of the disciplines listed in the advertisement. Each resume must include: (a) name of key person or specialist and his/her title, (b) the project assignment or role which that person will be expected to fulfill in connection with this project, (c) the name of the firm or organization, if any, with whom that individual is presently associated, (d) years of relevant experience with present firm and other firms, (e) the highest academic degree achieved and the discipline covered (if more than one highest degree, such as two Ph.D.'s, list both), the year received, and the particular technical/professional discipline which that individual will bring to the project as required in the advertisement, (f) if registered as an architect, engineer, surveyor, etc., show the field of registration, and the year that such registration was first acquired along with MA registration number, and (g) a synopsis of experience, training, or other qualities which reflect individual's potential contribution to this project. Limit response to space provided.</p> <p>8a. List up to five projects that demonstrate the firm's or joint venture's competence to perform work in the areas listed in the DSB advertisement. The more recent such projects, the better. Prime consideration will be given to projects which illustrate respondent's capability for performing work similar to that being sought. Required information: (a) name and location of project, and Principal-in-Charge, (b) brief description of the project and the type and extent of services provided for each project (submissions by joint ventures should indicate which member of the JV was the prime on that particular project and what role it played), where applicable, indicate which phases of the project were carried out by the applicant firm, in accordance with "Immediate Services Authorized" as printed in DSB Public Notices, i.e., study (ST.), schematics (Sch.), design development (D.D.), construction documents (C.D.), administration of construction (A.C.), (c) name and address of the owner of that project (if Government agency, indicate responsible office), and name and phone number of individual to contact for reference (preferably the project manager), (d) completion date (actual when available, otherwise estimated), (e) total construction cost of completed project (or where no construction was involved, the approximate cost of your work) and the fee for the work for which the named firm was/is responsible.</p> <p>8b. Provide listing as described above for subconsultant firms, where relevant to requested experience, list up to but no more than 5 projects per firm.</p> <p>9. Give details of all projects for all public agencies within the Commonwealth for which the applicant has performed or has entered into a contract to perform</p>	<p>design services within the five year period immediately preceding the filing of information required in this section.</p> <p>10. Through concise, bulleted narrative, show reason why the firm or joint venture submitting this questionnaire believes it is especially qualified to undertake the project. Information provided should include, but not be limited to, the areas of experience specifically requested in the advertisement. Respondents may say anything they wish in support of their qualifications. When appropriate, respondents may supplement this proposal with graphic materials and photographs that best demonstrate design capabilities of the team proposed for this project. Limit additional information to a maximum of 3 8 1/2"x11" pages, double-sided.</p> <p>11. Show the requested information regarding professional liability insurance for the prime consultant, or if a joint venture, for the joint venture team. As a condition of application, each applicant agrees to carry, if selected for the new project, professional liability insurance in an amount equal to 10% of the estimated construction cost of this project in conformance with the provision of Article 18 of the standard design contract., i.e., minimum coverage of \$250,000 and maximum coverage of \$1 million. N. B. Design Services for the preparation of studies, surveys, soil testing, cost estimates, or programs do not require professional liability insurance.</p> <p>12. Completed forms should be signed by the chief executive officer of the joint venture (thereby attesting to the concurrence and commitment of all members of the joint venture), or by the architect-engineer principal responsible for the conduct of the work in the event it is awarded to the organization submitting this form. Joint ventures selected for subsequent discussions regarding this project must make available a statement of participation signed by a principal of each member of the joint venture.</p> <p>ALL INFORMATION CONTAINED IN THE FORM SHOULD BE CURRENT AND FACTUAL.</p> <p>An updated DSB 2000 UMOS must be attached as the last page of the application.</p> <p>An updated DSB 2000 MFB or Master File Brochure must be on file with the DSB in order to be considered by the Board for this application. All Prime applicants must include a complete, current DSB 2000 MFB with this application, if their existing Master File Brochure is not up-to-date (within the last year).</p> <p>The current SOMWBA Certification Letters showing that the MBE/WBE is certified in the area of work for which it is listed on the application must be submitted for each and every MBE and WBE firm listed on the application, and <u>must be submitted with the application.</u></p>	